



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** Personnel & Policy Director

**Position Number:** 28176

**Position Grade:** GS-13

**Salary Range:** \$87,198 – \$134, 798 (not applicable for detailees)

**Vacancy Open Period:** 10/13/2021 – 10/28/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/NIU/OE

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidates to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower as the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:



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- Current Federal Government employees. (Current GS employees at the same grade or one grade lower as the advertised position grade may apply.)

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

## **Component Mission:**

The National Intelligence University (NIU) is the Intelligence Community's sole accredited, federal degree-granting institution. NIU advances the intelligence profession through a holistic, integrative, contextual approach to education that promotes dynamic teaching, engaged learning, original research, academic outreach, analytical problem solving, rigorous research methods, collaborative processes, and lifelong learning.

## **Major Duties and Responsibilities:**

Responsible for day-to-day operations and a hands-on approach in the areas of employee recruiting, development, training, employee relations, and compliance.

Actively engage all organizational elements of NIU, maximizing utility and efficient management of all university personnel, resulting in a diverse and highly qualified cadre of faculty and staff from all 18 IC components.

Develop and present recommendations to NIU President, Vice Presidents and Provost as well as Associate Provost and Associate Vice Presidents on the best way to address employee relations issues, balancing the needs of the employee with the needs of the organization, and promoting the identification of a solution between the manager and employee.

Provide information, advice, and guidance to managers and employees on a broad range of HR issues/functions in one or more areas of HR subject matter expertise.

Evaluate HR business practices/procedures and program performance, identify strengths and weaknesses, and provide HR leadership with recommendations for improving performance.

Maintain internal electronic HR records such as personnel actions and organizational and position transactions to ensure accurate and up-to-date data and participate in special HR projects and/or initiatives to support the ODNI human capital mission.

Develop and present written and oral briefings to internal and external customers on HR issues and explain complex information to clients and stakeholders in a clear and consistent manner.

Remain informed and knowledgeable of new or revised HR laws, regulations, policies, procedures and ODNI operational practices; interpret implications of changes and revisions and recommend new or revised program requirements and/or other appropriate modifications.

Maintain productive working relationships with colleagues, HR managers, and customers as appropriate and use these relationships to share information of interest and explain the specifics of HR programs.

Provide thorough information on HR principles, concepts, regulations, and practices and consistently consults with ODNI HR professionals in order to sufficiently plan and manage HR functions for NIU



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Address organizational/business issues and questions within Federal, IC, and/or ODNI HR regulations, policies, and unique authorities

Apply specialized knowledge to resolve HR issues

Represent NIU in a positive, proactive manner with the ability to communicate complex information in a clear, concise manner targeted to meet the needs of NIU leaders and the NIU workforce

Serve as point-of-contact for resolving issues raised by management and staff by conducting research and providing interpretations of the appropriate HR laws, regulations, policies, procedures, and/or handbooks.

Advise senior leadership on administrative matters relating to the accomplishment, coordination, integration, and synchronization of a variety of substantive staff actions, events, and other related assignments

## **Mandatory Requirements:**

Bachelor's degree in fields such as Human Resources, Business Administration, Training and Development, Workforce Analytics, or other related disciplines

An average of seven years of progressively responsible experience in HR or HC

Excellent oral and written communication skills.

Excellent computer skills, preferably in a classified environment.

Ability to use critical thinking and reasoning skills to gather HR data and provide analysis of meaning/impact to senior management.

Excellent data retrieval and analysis skills.

Ability to analyze and advise on policy impact within existing structure.

Outstanding interpersonal and customer service skills including a professional, positive, and approachable demeanor.

Ability to interact with all levels of civilian, military and contractor staff and faculty and to work closely and congenially with departments across NIU.

Superior level of attention to detail.

Flexible and responds in a timely fashion to changing requirements, priorities, and short deadlines.

Demonstrated understanding and experience working with the full range of IC human resource functions to support and improve mission effectiveness.

Extensive knowledge of a federal HR laws, executive orders, regulations, policies, directives, instructions, and concepts governing HR functions.

Proven ability to plan, design, develop, and implement innovative and complex processes, strategies and solutions in a multi-agency environment.



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Outstanding interpersonal skills and the ability to work effectively, independently, and in a team or collaborative environment

Proven experience working at all levels both with internal and external customers.

Ability to advise office on workforce issues/needs, reach solutions, and negotiate effective compromises that incorporate best practices through active engagement

## **Desired Requirements:**

Master's Degree in Human Resources Administration, Business Administration, Training and Development, Workforce Analytics, or other related disciplines

## **Key Requirements and How to Apply**

**Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.**

For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.



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## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-1318.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment\_TeamB@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**